

Control Section 4.10
Reductions By Program

Org. Code: 8120 – Program 10

Department: Commission on Peace Officer Standards & Training (POST)

How was reduction implemented?

Three positions were eliminated:

- 1 Law Enforcement Consultant II (Management Counseling Services)
- 1 Personnel Selection Consultant II (Standards & Evaluation Services)
- 1 Office Technician (Standards & Evaluation Services)

What was the actual effect of this reduction?

The loss of the Law Enforcement Consultant II position in Management Counseling has resulted in delays in assigning and completing studies critical to local law enforcement. For example, in 2002, twenty-six studies were requested and twenty-two were completed. In 2003, based on already reduced staffing and a cessation of active marketing of counseling services, ten studies were requested and three were completed. This year, two studies have been requested, but neither has been assigned to a consultant.

The loss of the Personnel Selection Consultant II position in Standards & Evaluation has meant delays in updating law enforcement selection programs, such as the Public Safety Dispatcher Selection Battery. Also, the Dispatcher selection test has not been refreshed. Overexposure of this test is resulting in less reliability and less defensibility. The development of a skill test for Basic Course Learning Domain # 19, Vehicle Operations has also been delayed.

The loss of the Office Technician position in Standards & Evaluation left that bureau with no clerical support for its testing programs and selection manual updates. An Office Technician position was transferred from another bureau to assist, but not before significant backlog occurred.

Having lost two thirds of its clerical support (one vacant position each in this and the last fiscal year), Standards is struggling to keep up with critical mandates. The bureau that gave up one of its positions has lost more than half of its support services (one to cover the Section 4.10 loss in Standards, plus the cut in temporary help support). That bureau is now unable to provide necessary support to its field consultants.

Department Director Approval: *S. W. Raul* for KJO Date: 3-12-04

Agency Secretary Approval: _____ Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8120 – Program 20

Department: Commission on Peace Officer Standards & Training (POST)

How was reduction implemented?

One Office Technician position was eliminated in the Center for Leadership Development (CLD)

What was the actual effect of this reduction?

The loss of the Office Technician position reduced by half the clerical support required for key leadership training programs: Command College, Supervisory Leadership Institute (SLI), and a several other programs. The Command College and SLI are high-maintenance programs requiring student selection and registration and the processing of major research projects. Most of this work has been absorbed by Law Enforcement Consultants and remaining support staff. Other consequences include delays in responding to questions and slower processing of travel claims from Subject Matter Experts (SME's).

Department Director Approval: *A.W. [Signature] for KIO* Date: 3-12-04

Agency Secretary Approval: _____ Date: _____

Control Section 4.10 Reductions By Program

Org. Code: 8120 – Program 40

Department: Commission on Peace Officer Standards & Training (POST)

How was reduction implemented?

Four positions were eliminated:

- 1 Graphic Designer III (Information Services)
- 1 Librarian (Information Services)
- 1 Office Technician (Administrative Services)
- 1 Key Data Operator (Information Services)

The equivalent of 4.8 of 5.0 temporary help positions were eliminated

What was the actual effect of this reduction?

Graphic Designer III -- POST maintains approximately 60 publications and has attempted to move most of these to its website. On-going materials need to be reformatted for the web. New releases generally require development of both hard copy materials and website materials. The work is done mostly by one Graphic Designer, who either does the work or oversees its production by outside vendors. The addition of a Graphic Designer III position had been approved through the BCP process for the past budget year. The position was never filled due to the freeze and pending cuts.

Librarian -- POST maintains an extensive Library and Clearinghouse of law enforcement information and materials. These are used by law enforcement agencies seeking information. The Library is linked to pertinent sites at the State, Federal, and international level. The Clearinghouse resulted from a Strategic Plan objective requested by the law enforcement community. For three years, POST had limited term staff to develop and maintain the Clearinghouse. To continue the Clearinghouse, a permanent position was approved for the fiscal year 2002-03. The position was never filled due to the freeze and pending cuts.

The Office Technician position in Administrative Services provided clerical support to the Budget, Personnel, Labor Relations, Safety, and Training functions. With the loss of this position, these functions operate without clerical support.

The loss of the Key Data Operator position has left POST with only one person to key course roster and notice of appointment/termination records. This has caused significant backlog in the entry of critical law enforcement records, leading to delays in the issuance of reimbursement checks and certificates. At the local level, this means that pay for officers may be delayed.

The loss of the temporary help position funding led to the elimination of the Course Quality Assessment Program (CQAP). The purpose of the CQAP was to assure that the training programs delivered to law enforcement throughout the State consistently meet the standards set by POST. Without the CQAP, the courses go on but no one is available to audit for assurance that they are meeting instructional goals.

Department Director Approval: A.W. Kaulper KJC Date: 3-12-04

Agency Secretary Approval: _____ Date: _____

Control Section 4.10 Reductions By Program

Org. Code: 8140

Department: Office of the State Public Defender

How was reduction implemented?

The Office of the State Public Defender conducted a geographic lay off plan that focused in the Sacramento office. 12.2 positions were negatively impacted by the reduction plan. The majority of the positions were administrative support staff. Staff was notified via the 120 day letter of their status which allowed them to access the SROA system. Five of the affected staff used the opportunity to transfer to positions in other state agencies, two of the affected staff retired, four positions were vacant and one staff was separated from state service, after being served the 30 day lay off letter, effective February 2004.

What was the actual effect of this reduction?

The result of the reduction in the staffing pattern resulted in redistributing the critical work amongst the remaining administrative staff. Staff absorbed the critical functions that had to continue. Past work practices were analyzed and inefficiencies were eliminated. All staff were notified to expect delays in completing assignments and to plan deadlines accordingly. To date, the OSPD staff have met all court deadlines and there has not been an impact to any of our external customers.

Department Director Approval: _____

Date: _____

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions by Program

Org. Code: 8380

Department: Personnel Administration (DPA)

Program: 10-Policy Operations Division (POD)

Reduction: Policy Operations was reduced by 3.5 positions and \$218,000 GF. The reduction consisted of 1.0 CEA, 0.5 Personnel Program Manager, 1.0 Staff Personnel Program Analyst, and 1.0 Personnel Program Analyst.

How was reduction implemented?

- One of the CEA positions was vacant. The position and funding were eliminated in the current year.
- The 0.5 Personnel Program Manager position and funding was eliminated in the current year. The incumbent was transferred to a limited term position and will work on the Century 21 project through the end of the fiscal year.
- The 1.0 Staff Personnel Analyst position and funding was eliminated in the current year. The incumbent was transferred to a vacant position in the Benefits Division.
- The 1.0 Personnel Program Analyst position was vacant. The position and funding was eliminated in the current year.
- The budget year reductions are reflected in the 2004/05 Governor's Budget.

What was the actual effect of this reduction?

- DPA reorganized the Policy Division and the Classification and Compensation Division into a single Policy Operations Division eliminating the need for 1.0 CEA position. There is no impact to DPA's Program 10 – Policy Operations Division.

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- The elimination of the Personnel Program Manager I position and the Personnel Program Analyst position will reduce or delay the program's capacity to develop, review and implement policy changes and implement new programs. The workload for these positions will be redirected to other POD staff, resulting in lower priority issues not being addressed.
- The Staff Personnel Program Manager functioned as the statewide travel coordinator. Elimination of this position will result in DPA providing less assistance to line departments in interpreting travel rules and regulations. The responsibility for preparing travel regulations will be borne by the Benefits Division. Each individual Department will be responsible to interpret travel rules and guidelines of the State's Travel Program. DPA will perform audits of the departments as necessary to ensure that the travel program is correctly implemented.

Control Section 4.10
Reductions by Program

Org. Code: 8380
Department: Personnel Administration
Program: 20- Labor Relations Division
Reduction: The Labor Relations budget was reduced by 0.3 Temporary Help positions and \$4,000 General Fund.

How was reduction implemented?

Program 20 – Labor Relations had surplus temporary help authority and funding. The position and funding were reduced in the current year. The budget year reduction is reflected in the 2004/05 Governor's Budget.

What was the actual effect of this reduction?

In Program 20 - Labor Relations, temporary help is used during collective bargaining negotiations to take notes during collective bargaining sessions. Eliminating this temp help will require that departments participating in the collective bargaining negotiations will have to provide assistance from their staff.

Control Section 4.10
Reductions by Program

Org. Code: 8380
Department: Personnel Administration
Program: 25 -Legal Division
Reduction: Program 25 – Legal was reduced by 4.7 positions and \$41,000 General Fund. The reduction consisted of 1.0 Staff Services Analyst, 1.0 Executive Assistant, and 2.7 temporary help positions.

How was reduction implemented?

The permanent positions were vacant and the positions and funding were eliminated in the current year. The budget year reduction is reflected in the 2004/05 Governor's Budget.

What was the actual effect of this reduction?

- The elimination of the Staff Services Analyst position will require that the Legal Division and Administration Division implement changes in the billing process to collect reimbursements for legal services in a timely manner.
- The elimination of the Executive Assistant position will result in less administrative & clerical support for the Chief Counsel and Assistant Chief Counsel's. The workload has been transferred to the remaining support staff, which lessens the time they have available to support attorneys.
- The workload of the Legal Division is supplemented throughout the year with law clerks that assist on a variety of research and writing projects. The loss of the temporary help funding and position authority results in heavier research and writing duties falling upon the remaining staff attorneys. Lower priority legal projects will be delayed or go undone.

Control Section 4.10
Reductions by Program

Org. Code: 8380
Department: Personnel Administration
Program: 40- Administration Division
Reduction: The Information Management Services (IMS) budget within the Administration Division was reduced by 1.0 Associate Program Analyst.

How was reduction implemented?

The Associate Programmer Analyst position was filled with a Retired Annuitant. The incumbent was placed in the temp help blanket. The budget year reduction is reflected in the 2004/05 Governor's Budget.

What was the actual effect of this reduction?

There is no adverse impact to the Program because the Department been able to maintain the same level of service for the department by retaining the individual in a temp help position.

Control Section 4.10
Reductions by Program

Org. Code: 8380
Department: Personnel Administration
Program: 54- Benefits
Reduction: Program 54 - Benefits Division was reduced by 2.4 positions. The reduction consisted of 1.0 Supervising Program Technician, 1.0 Executive Secretary, and 0.4 Temporary Help.

How was reduction implemented?

- The 1.0 Executive Secretary position was vacant and the position and funding were eliminated in the current year.
- The 1.0 Supervising Program Technician was vacant and the position and funding were eliminated in the current year.
- The budget year reduction is reflected in the 2004/05 Governor's Budget.

What was the actual effect of this reduction?

- The Executive Secretary position provided support to the Benefits Division Chief and provided functional guidance to the Division's other support staff. These functions have been assigned to remaining support or professional staff resulting in increased workload and reduced timeliness.
- The Supervising Personnel Program Tech position supervised the SPP call center and was responsible for planning, directing, and reviewing the work of the Program Technicians. The supervisor handled the most complex and sensitive participant issues as well as developed written program procedures and trained technical staff. Elimination of this position required that these functions be redirected to other management staff in the division directly impacting workload and ability to complete assignments in a timely manner.
- The loss of temporary help authority will reduce the program's ability to meet customer needs during periods of high demand.

Control Section 4.10
Reductions by Program

Org. Code: 8380
Department: Personnel Administration
Program: 56 - Training Division (State Training Center)
Reduction: The Training Divisions budget was reduced by 1.0 Office Assistant position.

How was reduction implemented?

The Office Assistant position was vacant and the position and funding were eliminated in the current year. The budget year reduction is reflected in the 2004/05 Governor's Budget.

What was the actual effect of this reduction?

The State's current fiscal situation has resulted in a decrease in enrollments for State Training Center (STC) classes. The elimination of this position reduces expenditures for STC at a time when reimbursements are lower. There should be no adverse impact to the Program.

Department Director Approval: Michael J. Shapiro Date: 3/03/04
Agency Secretary Approval: Victoria Broadshaw Date: 3-12-04

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Attachment I**Control Section 4.10
Reductions By Program**Org. Code: 8500Department: Board of Chiropractic Examiners**How was reduction implemented?**

At the time the reduction plan was implemented, the Board was experiencing a 25% reduction in staff (since April of 2002) due to numerous approved health leaves. With the approval of the Department of Finance, a reduction plan was developed that would not cripple the Board's vital agency programs. The reduction eliminated the Board's temporary help line item - a total of two retired annuitants and one student assistant - \$ 46,000.00 (03/04 Budget).

What was the actual effect of this reduction?

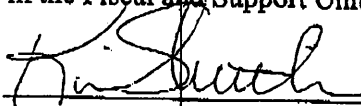
The two retired annuitants assisted in the Enforcement and Licensing Units, where backlogs have been occurring since the reduction was implemented.

The reduction required the Enforcement Unit to suspend its Citation Program, caused a drastic slowdown in complaint review, investigation and resolution, and as well as a dramatic slowdown in the Board's probation monitoring activities.

The Licensing Unit now experiences a slowdown in the processing of license applications, which, in turn, delays job commencement for many chiropractic college graduates. Also, backlogs in filing necessary documentation to keep chiropractic files current cause undue delays in investigating license status problems.

The reduction as mandated that all Board staff assist with filing duties to keep license files as current as possible so information is available to them in the performance of their own duties, which, in turn, causes backlogs in other specific unit workloads; i.e., continuing education, administration, corporations, satellite offices.

The student assistant assisted in the day-to-day maintenance of the Board's computers. Currently, a Staff Services Analyst, who oversees fiscal, personnel and procurement activities of the Board, now maintains the Board's computers and server with the assistance of a contracted vendor, resulting in backlogs in the Fiscal and Support Unit as well.

Department Director Approval: Date: 3/22/04

Agency Secretary Approval: _____

Date: _____

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Control Section 4.10
Reductions By Program

Org. Code: 8530

Department: Board of Pilot Commissioners

How was reduction implemented?

The reduction was implemented by designation of the funding for two public members of the Board's compensation as the reduction. These two members decline their compensation so the funding was available for diversion.

What was the actual effect of this reduction?

Since the members declined the compensation there was no effect on the Board. One of the members was reappointed last year. The other member may be reappointed next year. If he is not reappointed and a new public member is appointed who accepts the monthly compensation, a new source of funding will have to be found

Department Director Approval:

P. A. Mol

Date: 8 Mar 04

Agency Secretary Approval:

Fred Agnew

Date: 3-11-04

Control Section 4.10
Reductions By Program

Program 10 – Support
Enforcement

Org. Code: 8550

Department: Horse Racing Board

Program Responsibility: The enforcement division's primary duty is the enforcement of the Horse Racing Law and provisions of the Penal Code relating to crimes in connection with sporting events and gambling. During the operation of a licensed race meeting at any of the 14 racetracks in the state, a field office of the Board is established at the operating facility and staffed with investigative personnel who investigate all observed or reported offenses.

How was reduction implemented?

Four vacant permanent full-time Senior Special Investigator positions (three in San Francisco Bay Area and one in Sacramento) were abolished.

What was the actual effect of this reduction?

The actual reduction effect in the San Francisco Bay Area field office was to reduce investigator staffing from eight (8) to five (5) permanent full-time investigator positions.

The actual reduction effect in the Sacramento field office was to reduce investigator staffing from six (6) to five (5) permanent full-time investigator positions.

The actual impact has been that the Board has four fewer investigators to perform enforcement activities at the race track. Fewer investigators patrolling the stable areas provides greater potential for crimes/infractions going undetected or crimes/infractions not being prevented by the presence of enforcement staff. Fewer investigators further reduces the Board's ability to provide back-up when enforcement personnel are on extended vacation and/or sick leave, or when other workload back-up is needed.

Department Director Approval: R. C. Word Jr

Date: 2/26/04

Agency Secretary Approval: N/A

Date: _____

Control Section 4.10^{*}
Reductions By Program

**Program 10 – Support
Licensing**

Org. Code: 8550

Department: Horse Racing Board

Program Responsibility: During the operation of a licensed race meeting at any of the 14 racetracks in the State, a field office of the Board is established at the operating facility and staffed with licensing personnel, who license all participants. The primary duty is to issue occupational licenses to qualified applicants and ensure that everyone participating in a race meeting is properly licensed.

How was reduction implemented?

One vacant permanent full-time Racing License Technician position was abolished in the Orange County field office.

What was the actual effect of this reduction?

The actual reduction effect in the Orange County field office was to reduce licensing staffing from three (3) to two (2) permanent full-time licensing positions.

The actual impact is that the Board now has only two permanent full-time Racing License Technicians (RLT) performing licensing duties at this field office. This has resulted in additional workload to the remaining RLTs and longer wait times for those seeking occupational licenses. One less RLT further reduces the Board's ability to provide back-up when licensing staff at this, or other field offices in southern California, are on extended vacation and/or sick leave, or when other workload back-up is needed.

Department Director Approval: R. C. Wood, Jr.

Date: 02/26/04

Agency Secretary Approval: N/A

Date: _____

Control Section 4.10
Reductions By Program

**Program 10 – Support
Administration**

Org. Code: 8550

Department: Horse Racing Board

Program Responsibility: The administration division's primary duty is to provide administrative and support functions to the department through its various units, which include budget and accounting; human resources; business services; contractual services and public records; and office services.

How was reduction implemented?

One vacant permanent full-time Business Services Assistant position was abolished in Sacramento.

What was the actual effect of this reduction?

The actual reduction effect was to reduce business services staffing from two (2) to one (1) permanent full-time position. The remaining business services position has had to assume all duties and responsibilities for the Board's business services activities.

Department Director Approval: _____

R. C. Wood Jr.

Date: _____

2/26/04

Agency Secretary Approval: _____

N/A

Date: _____

Control Section 4.10 Reductions By Program

Org. Code: 8570

Department: California Department of Food and Agriculture

Plant Health and Pest Prevention; 62 positions

Plant Health and Pest Prevention Services is responsible for:

- Keeping exotic plant pests out of the State and stopping or minimizing the spread of newly-arrived pests or diseases.
- Quickly detecting and eradicating serious exotic pests that may enter the State.
- Protecting rangeland, waterways, crops and urban areas through the weed and vertebrate pest programs.
- Identifying plant diseases, weeds, and insect pests from samples submitted by pest prevention programs, county agricultural agencies, universities, and the public.

How was reduction implemented?

This proposal would have permanently closed 11 of the State's 16 agricultural inspection stations. This reduction was not implemented. However, from September 2003 through February 2004, all permanent border station inspection personnel were placed on surplus status. As the result of the surplus status, 19 employees either found other employment or retired early. These losses, together with previous reductions, resulted in an operational shift, discontinuing private vehicle inspection and focusing on commercial vehicle inspection. Additionally there has been a reduction in the hours of operation at seven stations.

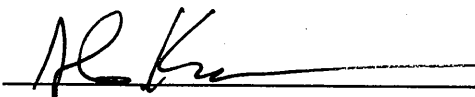
What was the actual effect of this reduction?

Inspectors are unable to perform detailed inspections of commercial and private vehicles. The reduction in inspections increases California's exposure to potential infestations of exotic agricultural pests via overland routes.

Department Director Approval: _____

Date: _____

Agency Secretary Approval: _____



Date: 3/12/04

Control Section 4.10 Reductions By Program

Org. Code: 8570

Department: California Department of Food and Agriculture

Plant Health – Red Imported Fire Ant (RIFA); 3 positions

Plant Health and Pest Prevention Services is responsible for:

- Keeping exotic plant pests out of the State and stopping or minimizing the spread of newly-arrived pests or diseases.
- Quickly detecting and eradicating serious exotic pests that may enter the State.
- Protecting rangeland, waterways, crops and urban areas through the weed and vertebrate pest programs.
- Identifying plant diseases, weeds, and insect pests from samples submitted by pest prevention programs, county agricultural agencies, universities, and the public.

How was reduction implemented?

These positions were eliminated pursuant to Executive Order D-71-03 and/or Government Code Section 12439.

What was the actual effect of this reduction?

ancien Due to a redirection of RIFA funds to maintain the operation of the agricultural inspection stations, three positions were eliminated. The RIFA program has no funds for the survey or treatment element. The only remaining element of the program is the quarantine element. Without a survey or treatment element, the RIFA will spread throughout the State, causing severe environmental and public health damage.

Department Director Approval: _____

Date: _____

Agency Secretary Approval: *R/K*

Date: 3/12/04

Control Section 4.10 Reductions By Program

Org. Code: 8570

Department: California Department of Food and Agriculture

Marketing; 1 position

The Division of Marketing Services assists in the promotion of California food and agricultural products by providing the following services:

- Research and information gathering.
- Disseminating marketing and economic information.
- Identifying and helping resolve marketing problems.
- Assisting the dairy industry in maintaining stable marketing conditions.
- Providing mediation to resolve problems between producers and handlers.
- Assuring that producers are paid for their products.

How was reduction implemented?

This position was eliminated pursuant to Executive Order D-71-03 and/or Government Code Section 12439.

What was the actual effect of this reduction?

This position was responsible for assisting in the collection of delinquent assessments. A reorganization of responsibilities has allowed the program to meet its workload requirements.

Department Director Approval: _____

Date: _____

Agency Secretary Approval: AR. Kim

Date: 3/14/04

Control Section 4.10 Reductions By Program

Org. Code: 8570

Department: California Department of Food and Agriculture

Inspection Services; 12 positions

Inspection Services provides consumer protection, grading services and regulation of a wide variety of agricultural commodities, fertilizing materials, commercial feed, and livestock drugs.

How was reduction implemented?

These positions were eliminated pursuant to Executive Order D-71-03 and/or Government Code Section 12439.

What was the actual effect of this reduction?

The loss of these positions will reduce the ability of industry funded programs to respond in a timely manner to requests for service.

Department Director Approval: _____

Date: _____

Agency Secretary Approval: *A.C. Kim*

Date: 3/12/04

Control Section 4.10
Reductions By Program

Org. Code: 8570

Department: California Department of Food and Agriculture

Fairs; 1 position

The Division of Fairs and Expositions provides fiscal and policy oversight to the network of California fairs and ensures compliance with laws and regulations, and the best uses of available funding and services.

How was reduction implemented?

This position was eliminated pursuant to Executive Order D-71-03 and/or Government Code Section 12439.

What was the actual effect of this reduction?

The abolishment of this position will have minimal impact on operations. The workload has been absorbed by other professional staff. However response times to parties seeking the Division's assistance have been impacted.

Department Director Approval: _____

Date: _____

Agency Secretary Approval:  _____

Date: 3/12/07

Control Section 4.10
Reductions By Program

Org. Code: 8570

Department: California Department of Food and Agriculture

Administration; 6 positions

How was reduction implemented?

These positions were eliminated pursuant to Executive Order D-71-03 and/or Government Code Section 12439.

What was the actual effect of this reduction?

The abolishment of these positions will have minimal impact on operations. Operating efficiencies have allowed for the workload to be absorbed by other staff.

Department Director Approval: _____

Date: _____

Agency Secretary Approval: RB. Ku

Date: 3/12/04

Control Section 4.10 Reductions By Program

Org. Code: 8570

Department: California Department of Food and Agriculture

Temporary Help/Overtime

How was reduction implemented?

The Department has reduced its utilization of seasonal employees. Further it restricted the use of overtime to the most critical situations.

What was the actual effect of this reduction?

This temporary help reduction will prevent the Department from hiring an adequate number of seasonal employees to perform critical survey work to detect incipient infestations of exotic pests and noxious plants. Delays in detecting new infestations may allow the infestations to proliferate until they are large and widespread, requiring additional resources to eradicate them. The workload performed by seasonal staff will be redirected to existing staff creating an undue hardship on existing staff. In the short term, this impact will be minimal. However, in the long term, lack of seasonal staff results in the inefficiency in work product and increased program response time to issues.

The loss of overtime funds will reduce the ability of the Department to respond in a timely fashion to infestations of exotic species. The Department will lose the ability to deploy resources when necessary, leading to an inability to meet peak workload requirements.

Department Director Approval: _____

Date: _____

Agency Secretary Approval: 

Date: 2/12/07

**Control Section 4.10
Reductions By Program**

Org. Code: 8620

Dept.: FPPC

How was the reduction implemented? What was the actual effect of this reduction?

Staff Services Analyst (Technical Assistance Division)

Further reduction in outreach (training) program for filing officers at state and local levels resulting in greater non-compliance, more violations of the Political Reform Act by non-filers of Statements of Economic Interests and campaign disclosures, and reduction in facial review of those same forms, also resulting in non-compliance and potential violations of the Act. Finally, increased time in responding to requests from the press and public for copies of public officials' Statements of Economic Interests. The funding of this position was the result of an approved BCP to implement one of the suggestions of Auditor General's review of the FPPC in May 1998.

Legal Secretary (Enforcement Division)

Reduced efficiency among the Enforcement Division's 9 attorneys and 12 investigators and auditors as they must now perform tasks previously assigned to the only clerical position in the Division.

Investigator I (2 positions)

Reduction in cases investigated/increase time to closure of enforcement complaints; correlative reduction/ delay in attorney case closure. In conjunction with loss of outreach/compliance SSA position, and Legal Secretary position (above), will result in significant slippage in Enforcement Division's ability to meet its caseload within the statute of limitations. These positions were also added by a BCP to implement a recommendation of the Auditor General's report of May 1998.

Legal Analyst (Legal Division)

Decreased efficiency among Legal Division's 10 attorneys as they assume greater clerical duties due to the elimination of one of only two full-time clerical positions in the Division. This will result in further non-compliance with the Commission's statutory mandate to issue written advice requests within 21 days under Government Code section 83114. It also hampers the FPPC's ability to prepare for an ever-increasing litigation workload as provisions of newly enacted Proposition 34 are challenged.

Office Assistant (Shared—Legal and Public Education)

Reduced efficiency of Legal Division and Public Education Division due to loss of clerical support. Additionally, will shift webmaster duties to agency's Publications Editor, a position that is anticipated will assume most of the duties of the Media Director position when that position is eliminated due to 2004-05 budget reductions. Another position created as a result of the BCP that implemented recommendations of the Auditor General.

Department Director Approval: 

Date: 3/12/04

Agency Secretary: N/A

Control Section 4.10
Reductions By Program

Org. Code: 8660

Department: Public Utilities Commission/Consumer Protection & Safety Division

How was reduction implemented?

Reduction of 26.0 positions from a total of 184.5 positions, through vacancies and attrition (no layoffs).

What was the actual effect of this reduction?

- 1) Reduction in payphone inspections and installations of hearing impaired devices for access during fire, police, and medical emergencies.
- 2) Reduction in enforcement of passenger carrier licensing, insurance and other highway safety requirements.
- 3) Reductions in rail safety enforcement, investigations, inspections and audits, including:
 - a. 25% reduction in railroad track safety inspections as mandated by Public Utilities Code Sections 309.7 (b) and 765.5 (d).
 - b. 33% reduction in railroad locomotive and equipment safety inspections as mandated by Public Utilities Code Sections 309.7(b) and 765.5 (d).
 - c. 33% reduction in state rail safety general order inspections for clearances and walkways.
 - d. Decreasing involvement in terrorist threat assessments in heavy rail and rail transit.
- 4) Reduction in safety reviews & inspections of rail-highway crossings.
- 5) Reduction in power plant inspections, which could result in rolling electrical power blackouts.
- 6) Reduction in enforcement of consumer protection laws re fraud in the telecommunications industry.

Department Director Approval: *W M Alhe*

Date: 3/12/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8660

Department: Public Utilities Commission/Communications & Public Information Division

How was reduction implemented?

Reduction of 2.0 positions from a total of 75 positions, through vacant positions (no layoffs).

What was the actual effect of this reduction?

- 1) Reduction of approximately 1,000 consumer complaint resolutions annually, in addition to current complaint backlog of 12,000 cases.
- 2) Approximately 10,000 consumer calls seeking assistance with complaints/inquiries will not be responded to.

Department Director Approval: Will Aher

Date: 3/4/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8660

Department: Public Utilities Commission/Division of Strategic Planning

How was reduction implemented?

Reduction of 1 position from a total of 7.0 positions, through vacancy (no layoff).

What was the actual effect of this reduction?

Reduced long-range strategic planning, interdisciplinary policy analysis, and review of CPUC programs and procedures in a changing regulatory environment.

Department Director Approval: Will Allen

Date: 3/12/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8660

Department: Public Utilities Commission/Energy Division

How was reduction implemented?

Reduction of 21.0 positions from a total of 108.0 positions, through vacancies and attrition (no layoffs).

What was the actual effect of this reduction?

- 1) Reduced support for CPUC representation at FERC.
- 2) Reduced utility resource plans and contracts reviews.
- 3) Reduced energy efficiency program monitoring.
- 4) Reduced oversight of adequate supply and storage of natural gas resources.
- 5) Required CEQA reviews of major transmission projects would not be conducted.
- 6) Reduced energy procurement rulemaking to ensure adequate power supplies.
- 7) No evaluation of No. Calif. Utility proposals for transmission upgrades for system reliability.
- 8) Reduced assessment of electric utility maintenance practices.
- 9) Reduced analysis of DWR revenue requirements associated with future rate reductions.
- 10) No critical evaluation of capital expenditures to ensure adequate infrastructure.
- 11) No contact manager for utilities' energy efficiency programs.
- 12) No staff to ensure low-income access to discounted basic essential electric service.
- 13) Reduced implementation of mandated energy efficiency programs, and audits of low income energy efficiency programs.

Department Director Approval: Will Allen

Date: 3/12/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8660

Department: Public Utilities Commission/Executive Division

How was reduction implemented?

Reduction of 1.0 position from a total of 51.0 positions, through vacancy (no layoff).

What was the actual effect of this reduction?

Reduced advisory and analytical support for Commissioner's office.

Department Director Approval: William C. Chen

Date: 3/12/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8660

Department: Public Utilities Commission/Telecommunications Division

How was reduction implemented?

Reduction of 5.0 positions from a total of 77.0 positions, through vacancies (no layoffs).

What was the actual effect of this reduction?

- 1) Reduction in audits of telecommunications companies, possibly resulting in millions of dollars in customer overcharges, undiscovered fraudulent practices, and being out of compliance with laws.
- 2) Reduction in telecommunications service quality program reviews to ensure overall service quality and avoid interruptions during health and safety emergencies.
- 3) Loss of telco network and regulation knowledge, leadership and supervision of high-priority pricing and costing projects.
- 4) Loss of ability to review and analyze proposed revisions of prices offered to other telcos for costing elements that directly impact ratepayers.
- 5) Diminished performance of oversight for the Universal Lifeline program's public outreach campaign and call center administration contracts that include delayed performance feedback and payments to contractors.

Department Director Approval: Mel Ahe

Date: 3/12/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8660

Department: Public Utilities Commission/Water Division

How was reduction implemented?

Reduction of 2.0 positions from a total of 38.0 positions, through vacancies (no layoffs).

What was the actual effect of this reduction?

Increased public health risk due to reduced or delayed investigation of water quality and treatment facilities.

Department Director Approval: MM Abu

Date: 2/12/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8660

Department: Public Utilities Commission/Office of Ratepayer Advocates Division

How was reduction implemented?

Reduction of 15.0 positions from a total of 137.0 positions, through vacancies and attrition (no layoffs).

What was the actual effect of this reduction?

- 1) Reduced audits required for energy and telecommunications proceedings.
- 2) Reduced review required for energy utilities' resource plans and contracts proceedings.
- 3) Reduced review of utilities' energy efficiency programs required for conservation strategy.
- 4) Reduced review of telecommunications service quality to avoid deteriorating service and disruptions.
- 5) Reduced review of utilities gas purchases and storage to ensure adequate supplies.
- 6) Reduced review of utility demand response programs to avoid power blackouts.
- 7) Reduced review of water utility general rate cases to approve upgrades required for health and safety.

Department Director Approval: Will Aher

Date: 3/12/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8660

Department: Public Utilities Commission/Legal Division

How was reduction implemented?

Reduction of 13.0 positions from a total of 94.0 positions, through vacancies and attrition (no layoffs).

What was the actual effect of this reduction?

- 1) Reduced legal support for CPUC ongoing administrative proceedings.
- 2) Reduced legal support for CPUC interventions in Federal Energy Regulatory Commission and Federal Communications Commission rulemakings and other cases.
- 3) Reduced legal support for investigations and enforcement of safety and other regulations governing transportation and rail.
- 4) Reduced legal support for investigations and enforcement of Telecommunications service quality.
- 5) Reduced legal support for state and federal legislative bill analysis.
- 6) Delayed preparation by support staff of motions, briefs, and other pleadings in appellate, state administrative and federal proceedings.

Department Director Approval: Will Aher

Date: 3/12/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8660

Department: Public Utilities Commission/Administrative Law Judge Division

How was reduction implemented?

Reduction of 12.0 positions from a total of 82.0 positions, through vacancies and attrition (no layoffs).

What was the actual effect of this reduction?

- 1) Decision-making delays re transmission/grid reliability issues; DWR rate proceedings; power plant inspection proceedings; PG&E ratemaking.
- 2) Loss of support staff required for timely completion of proceedings re adequate infrastructure, procurement, creditworthy utilities, and conservation.

Department Director Approval: Will Allen

Date: 3/12/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8660

Department: Public Utilities Commission/Information and Management Services Division

How was reduction implemented?

Reduction of 7.0 positions from a total of 105.0 positions, through vacancies and attrition (no layoffs).

What was the actual effect of this reduction?

- 1) Delays in processing claims for telephone companies providing universal service telephone programs, resulting in possible insolvency of small telecommunications companies.
- 2) Reduction in support staff for IMSD management, requiring management to perform these activities.

Department Director Approval: 3/12/04 *MLL Allen*

Date: 3/12/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8665

Department: California Consumer Power and Conservation Financing Authority

How was reduction implemented?

The California Power Authority (CPA) had ten vacant positions, which could not be filled due to the current hiring freeze in effect, that were abolished. The total amount of the reduction was \$692,056.00.

What was the actual effect of this reduction?

The effect of the loss of positions has been to freeze CPA resources and to confine CPA activities to a bare-bones mission support level. No new initiatives have been undertaken, and current staff have been stretched to cover ongoing activities in our 5 major objectives: (1) support of the San Francisco and Kings River peakers; (2) implementation of the Demand Reserves Program; (3) design and implementation of the Solar on State Facilities Program; (4) participation in the CPUC Procurement process, including development of peaker proposals and financing assistance for utility consideration; (5) continued work on bond financing opportunities, including the next series of CEC bonds, and other generation project financings.

In addition to these activities, we continue to provide support to the Joint Energy Agency Action Plan (CPUC, CEC, CPA), the Governor's Green Bank Initiative, and resource adequacy policy development at the CPUC and ISO.

Put another way, the position reductions have capped our resources at 3 state positions with no prospect of additional positions.

Department Director Approval: Laura R. Doh

Date: 03/24/04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8960- 8690

Department: SEISMIC SAFETY COMMISSION

How was reduction implemented?

The Commission implemented a funding reduction of \$47,285 (Item 8690-001-217) in 2003-04. The adjustment was applied to the Personal Services portion of the Commission's budget and represented a 7.3 percent reduction compared to 2002-03.

The reduction resulted in the permanent loss of funding for an Accounting Tech position and corresponding benefits (position was vacant due to hiring freeze) and partial reductions to the Commission's budget for Temporary Help.

What was the actual effect of this reduction?

The impact of losing the account clerk position was profound. The Commission has a very small staff (six positions currently) and is expected to maintain the same level of administrative functions as a larger agency with sometimes hundreds or thousands of employees. The myriad of accounting procedures, checks and balances, Department of General Services and Controller's requirements, etc., are exceptional and relentless. The Account Clerk position was responsible for securing all purchase orders and executing contracts, reviewing claim schedules and invoices, tracking entries and delayed payments, positing and auditing travel claims, preparing monthly budget reports, assuring that all purchasing procedures were under the rules and regulations set forth by the Controller's office and the Department of General Services, as well as other related duties. Since the loss of this position, all of these above-mentioned duties have had to be absorbed by an already-burdened staff of two people: the office technician and the associate government program analyst. Both of these positions have taken on additional duties due to the previous years' loss of an AGPA and SSA position. There is no way to express the magnitude of stress these added duties have put on the remaining staff. Consequently, to allow for time to conduct these accounting duties, the clerical duties and analytical duties are now shared by the technical and professional staff. That means that priorities of accounting take precedence over perhaps answering the public phones, typing, filing and copying, and performing secretarial duties. This leaves the individual professionals to care for themselves in these areas, with the domino effect of their having less time to perform their technical duties.

Department Director Approval: _____

Richard J. McCarthy

Date: 03/ 04/2004

Agency Secretary Approval: _____

N/A

Date: _____

N/A

Control Section 4.10
Reductions By Program

Org. Code: 8700

Department: Victim Compensation and Government Claims Board

How was reduction implemented?

The Executive Management Team held a series of meetings regarding critical workload issues to determine where the Board could reduce personal services with the least detrimental impact on the Board's ability to meet its primary objectives. The Board had some flexibility in re-assigning staff to particular programs as a result of vacancies created by participation in the Golden Handshake. The Board also had vacancies that were the result of diligently following the various hiring freeze mandates that had been imposed over the last several fiscal years. These positions were held vacant because the Board had successfully undertaken a comprehensive effort to re-engineer the Board's business processes and streamline workload to minimize the impact on the delivery of services to the public. Ultimately, the Board was able to avoid any layoffs and implement the reduction through the elimination of vacant positions.

What was the actual effect of this reduction?

The actual short-term effect of this reduction is not readily apparent because the Board has continued to provide critical services and to meet its primary objectives. However, the long-term effect of this reduction could be much more damaging to the success of the organization. The overall forward direction of the Board has been shifted away from focusing on ensuring that operations are in compliance with applicable laws, regulation, policies and procedures; are effective and efficient, are aligned with the strategic plan; and that the proper internal accounting and administrative controls are in place and operating as intended. The Board's management has had to spend more time on day-to-day firefighting and less on long-term planning, strategic initiatives, process improvement, and policy development issues. The Board's rank and file staff are under pressure to avoid delaying services to victims, to meet statutorily mandated processing timeframes, and to prevent workload backlogs. Growing appeals workload demands and subsequent backlogs will cause victims who appeal Board decisions to not receive the due process they deserve. In the case of the Government Claims Program, failure to meet mandated timeframes for notifying claimants about the timeliness and completeness of their filings, potentially exposes the State to additional litigation costs.

Department Director Approval: Catherine O'Neil

Date: 3/8/04

Agency Secretary Approval: Fred Agnew

Date: 3-11-04

Control Section 4.10 Reductions By Program

Org. Code: 8770

Department: Electricity Oversight Board

How was reduction implemented?

2003-04—Non-layoff reductions were made, such as reducing PYs for specific positions.

2004-05—2.0 positions will be abolished and the employees will be laid off. This is being implemented consistently with the terms and provisions of the Department of Personnel Administration California Civil Service Layoff Manual.

What was the actual effect of this reduction?

2003-04—The EOB had to reduce the rigor of transmission grid planning and reliability modeling.

2004-05—There may be a backlog of the market monitoring reports. The screening threshold may need to be raised which determines which market anomalies launch an investigation. In addition, the dollar value of recoverable costs or intrinsic cost implications used to trigger an intervention will likely need to be raised.

In addition, because one of the layoffs includes an Office Technician, each of the legal and technical staff will have to allocate some of their time toward answering phones, making photocopies, performing the legally required service process mailings when filing formal complaints with the FERC and courts of Appeals, and ordering supplies.

Department Director Approval: _____

Date: _____

Agency Secretary Approval: _____

Date: _____

Control Section 4.10 Reductions By Program

Org. Code: 8780

Department: Little Hoover Commission

How was reduction implemented?

The amount of control section 4.10 reductions for the Little Hoover Commission was \$117,571 and that amount was taken out of the Commission's budget appropriation by Executive Order 03/04-51. (The Commission was required to come up with \$126,361 in reductions, but was able to keep \$12,179 of it in its appropriation for increased salaries and benefits costs for fiscal year 2003/04.)

To avoid layoffs, eight out of nine staff volunteered to reduce their time-base for fiscal year 2003/04 only. At the same time, the Legislature directed the Commission to conduct a study of acupuncture regulation and earmarked \$250,000 from the Acupuncture Special Fund to pay for the Commission's study.

What was the actual effect of this reduction?

Funds from the Acupuncture Board will backfill the Commission's budget for fiscal year 2003/04. Two staff members have implemented time-base reductions for fiscal year 2003/04.

Reduced staff time has delayed for six weeks the completion of the Commission's comprehensive review of the state's health and human services -- currently \$60 billion in state and federal expenditures annually.

In FY 2004/05 the impact on the Commission will be much more drastic. Two employees more than likely will have to be laid off, which will reduce the Commission's capacity by approximately 20 percent, or a comprehensive review of a state department, agency or program area.

Department Director Approval: _____

Date: 3-16-04

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8820

Department: Commission on the Status of Women

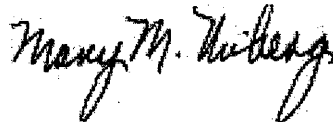
How was reduction implemented?

- ❖ The secretarial position was reduced by 50%.
- ❖ One staff services analyst position was reduced by 40%
- ❖ One staff services analyst position was reduced by 20%.

What was the actual effect of this reduction?

- ❖ The secretary left the Commission after finding full-time employment in another agency.
- ❖ Because the cuts were retroactive back to July 1 salary from this position had to be used to complete the 16% cut. No funds were left to fill the position in the current year.
- ❖ Professional staff members have had to use their valuable time to carry out clerical tasks, thus reducing time they can spend on their regularly assigned tasks.
- ❖ Because the secretary left in November, there is a high likelihood that we will be told the position must be forfeited due to it being open longer than six months. The effect of losing the position will be to reduce the capacity of the Commission staff to carry out their work.
- ❖ If the position is eliminated, the staff will have been reduced from 5 PY's to 3.4 PY's. For an office as small as ours, this is a devastating reduction in staff.

Department Director Approval:



Date: 3/10/04

Control Section 4.10
Reductions By Program

Org. Code: 8830

Department: California Law Revision Commission

How was reduction implemented?

The reduction plan called for elimination of a 3/4 staff counsel position.

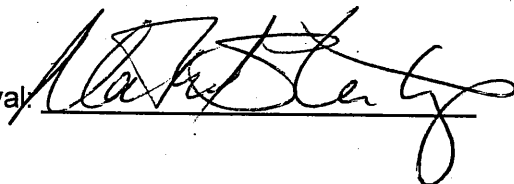
A staff counsel who occupied a full time position resigned, and the staff counsel who occupied the 3/4 position was moved into the full time slot. The 3/4 position was eliminated without the need for a layoff.

What was the actual effect of this reduction?

The actual effect of this reduction was to cause the loss of a full, rather than 3/4, staff counsel position. That is because we have not yet been able to increase the time base of the former 3/4 staff counsel who now occupies the full time slot, due to the hiring freeze. We have been told a freeze exemption request would be summarily denied.

Due to the small size of the agency, the practical effect of the reduction has been a 30% loss in the agency's productivity.

Department Director Approval: _____



Date: February 25, 2004

Agency Secretary Approval: _____

Date: _____

Control Section 4.10 Reductions in Annual Financial Plan

Org. Code: 8860

Department: Finance

How was reduction implemented?

Program 10, Annual Financial Plan, was reduced by 8 positions. Under this program, the Department prepares the annual budget and advises the Governor about the fiscal condition of the State.

What was the actual effect of this reduction?

One Principal Program Budget Analyst (PPBA) II position each was abolished from the Education Systems, Capital Outlay, and Corrections/General Government units. The loss of these positions has caused an increase in workload for the remaining PPBA IIs in the respective sections and an increase in overtime worked. It has also slowed the processing of workload.

The loss of an Office Technician position from the Business, Transportation and Housing unit required work to be shifted to other support staff in the unit. It has also required other staff to do their own formatting, checking, and surveying.

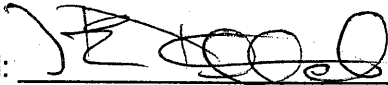
The abolishment of an Office Assistant position in Health and Human Services has slowed the processing of mail, various budget documents, and personnel documents; decreased the ability to process responses to GARs, critical correspondence, and required drills, including those generated in WORD, and EXCEL; and caused lapses in personally answering phones and receiving visitors and deliveries.

The abolishment of a Data Processing Manager (DPM) III position in Information Services reduced oversight of the User Support and Infrastructure and Architecture units and increased the responsibilities of both the remaining managers as well as the Chief Information Officer to whom they report. Lower level managers have absorbed the burden of reporting to the TIRU/TOSU.

The loss of a DPM III position from the Technology Investment Review Unit required prioritization and adjusting workload, resulting in less time for in depth IT proposal reviews at a time when there is increasing concern about IT investments.

The abolishment of an Assistant Finance Budget Analyst position in the Employee Compensation Unit has caused an increase in the overtime of the remaining incumbent and Principal Program Budget Analyst while trying to maintain timeliness and quality of the work product.

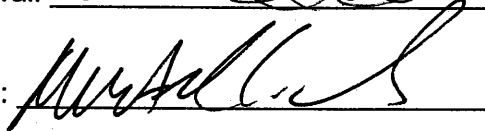
Department Director Approval:



Date:

3/18/04

Agency Secretary Approval:



Date:

3/18/04

Control Section 4.10
Reductions in Program and Information System Assessments

Org. Code: 8860

Department: Finance

How was reduction implemented?


Program 20, Program and Information System Assessment, was reduced by 9.0 positions. Under this program, the Department reviews State administered and financed activities.

What was the actual effect of this reduction?

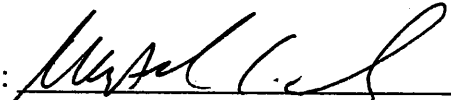
The abolishment of a Data Processing Manager III position from the Technology Oversight and Security Unit affected Finance's ability to review departments' Operational Recovery Plans, respond to security incidents, and provide the expeditious development and delivery of the State's IT security program.

The Senior Finance Program Evaluator position in the Performance Review Unit was part of a team that performs special studies for the Director of Finance and the Governor's Office. The abolishment of this position will cause some special studies to be delayed and/or omitted.

The seven positions in the Office of State Audits and Evaluations were part of a proposal to perform audits of Proposition 42 expenditures. Allocations from Proposition 42 were delayed; therefore, the audits were not necessary in the 2003-04 fiscal year. If Proposition 42 funds are allocated in the future, the audits will be delayed due to the loss of these positions.

Department Director Approval: 

Date: 3/18/04

Agency Secretary Approval: 

Date: 3/18/04

Control Section 4.10
Reductions in Supportive Data

Org. Code: 8860

Department: Finance

How was reduction implemented?

Program 30, Supportive Data, was reduced by 4 positions. This program includes information systems and services that support the Department's activities.

What was the actual effect of this reduction?

The Supervising Administrative Analyst in the Fiscal Systems and Consulting Unit required the consolidation of Finance's Accounting Policy unit into the CALSTARS unit. This resulted in mixing policy development with the operational accounting function and reduced supervision over unit activities due to the expanded responsibilities of the CALSTARS Assistant Program Budget Manager.

The abolishment of a Research Program Specialist III position, which was the Liaison for Demographic Programs and the State's Census expert, resulted in the loss of Census expertise; the elimination of activities with professional organizations and Congress; the significant reduction of California's voice in federal funding formulas, decennial census decisions on content, geography and tabulations; and the reduction of influence in Congress in relation to population issues.

The loss of an Associate Programmer Analyst position in CALSTARS EDP Technology Support reduced the trained staff resources that support various software applications including software applications used to provide the user documentation through the Internet.

The abolishment of a Staff Administrative Analyst position in CALSTARS System Support and Information Coordination reduced resources available for system development and increased the timeframe for implementing planned system enhancements.

Department Director Approval: _____

Date: 3/18/04

Agency Secretary Approval: _____

Date: 3/18/04

Control Section 4.10
Reductions in Administration

Org. Code: 8860

Department: Finance

How was reduction implemented?

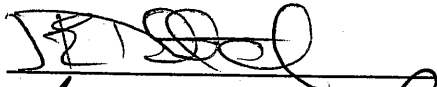
Program 40, Administration, was reduced by 2.0 positions.

What was the actual effect of this reduction?

The CEA (Level 3) position was an Assistant Program Budget Manager (APBM) position in the Administrative/Employee Compensation Unit. Because the APBM acts in tandem with and is an extension of the Program Budget Manager (PBM), the PBM duties were restructured. The PBM in Administration absorbed much of the workload, while some workload of the PBM was reassigned to another PBM.

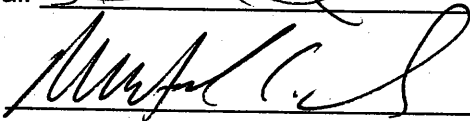
The Principal Program Budget Analyst II position was the Training Officer for the Department of Finance. The training and recruiting functions for budget staff have been curtailed. The initial impact has been minimal, but the continuing effect would be significant as vacancies occur and new budget staff is not as fully trained.

Department Director Approval:



Date: 3/12/04

Agency Secretary Approval:



Date: 3/18/04

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DEPARTMENT OF FINANCE
COR/III

Control Section 4.10 Reductions By Program

Org. Code: 8885

Department: Commission on State Mandates

How was reduction implemented?

The Commission on State Mandates did the following to implement the Control Section 4.10 reduction:

- Eliminated a Staff Services Manager (SSM) III position (1.0 PY) as of 12/31/03.
- Eliminated an Office Technician (OT) position (1.0 PY) as of 7/1/03.
- Reduced funding (\$5,000) for paying public members.
- Reduced funding (\$8,680) for temporary help.
- Eliminated funding (\$5,000) for overtime.
- Reduced funding for operating expenses and equipment (\$29,136).

What was the actual effect of this reduction?

Personal Services Reductions

SSM III

The SSM III managed the Commission's day-to-day administrative functions (budget administration, contract management, accounting and procurement oversight, and business services) and supervised personnel. In addition, the SSM III had program responsibilities for determining the amount that must be subvended for state mandated programs (parameters and guidelines), developing statewide cost estimates of state mandated programs, analyzing local agency appeals of the State Controller's reductions of their reimbursement claims, and promulgating regulations. None of this work was eliminated or deferred; therefore it has shifted to the staff services manager I (SSMI) and the Executive Director. The SSMI I is now responsible for all the above duties in addition to managing applications from counties for findings of significant financial distress, managing the implementation of recent recommendations for revisions to the mandates process from the Bureau of State Audits, and acting as the Commission's legislative coordinator.

One manager cannot effectively perform all of these duties. Nor can the SSMI and the Executive Director provide effective supervision while they are trying to perform mandated functions. None of the statutory timelines are being met and it is increasingly difficult to meet regulatory timelines.

OT Position

Elimination of the OT position reduced the Commission's support positions by 50 percent. The OT was responsible for the preparation and release of agenda materials for Commission hearings. This function is mission critical and could not be eliminated, deferred or delayed due to Bagley-Keene Open Meeting Act requirements, nor could case management activities (e.g., calendaring, docketing, filing and case tracking) related to test claims and litigation. Therefore, this workload has shifted to other staff.

Overall Effect on Statutory Programs

Statutory and regulatory timelines to hear and determine test claims, and adopt statewide costs estimates in 12 to 18 months, are not being met. The elimination of the SSM III and OT positions has increased the length of time it takes for the Commission to make mandate determinations and adopt statewide cost estimates.

In the past two years, the Commission's position authority has decreased by almost 40 percent (16.5 PYs to 9.7 PYs) with no reduction in program responsibilities. Because of a new statute of limitations, the caseload increased by about 50 percent, creating a seven-year backlog of test claims.

When the Commission does not make timely mandate determinations, it cannot file timely reports to the Legislature on the cost of state-mandated programs. These delays are even costlier to the state and local governments because the Legislature does not review existing mandates until Commission reports on statewide cost estimates are received. These delays are costliest for local governments because they are expected to implement state-mandated programs, even though mandate determinations are delayed and reimbursements are deferred. The state's liability for state-mandated programs will continue to grow until the underlying mandates are made optional or repealed by the Legislature. These delays in mandate determinations and mandate reimbursements further exacerbate state-local fiscal relationships.

Per Diem for Members

Government Code section 17525, subdivision (b)(2) requires the state to pay the public member and two local officials \$100 for each day spent in the discharge of their duties as members of the Commission. Since the Commission has two vacancies and now meets bi-monthly, the reduction to the funding for members has had no effect on the Commission members. However, if the two vacant positions are filled and the Commission meets more than six times per year, there may be insufficient funds to pay members.

Temporary Help and Overtime

The reductions in funding for temporary help and overtime have reduced the Commission's options for addressing workload demands, particularly for work related to the initial intake and distribution of claims filed with the Commission, litigation support and hearing preparation.

Operating Expenses and Equipment

The reduction to operating expenses and equipment has strained the Commission's ability to cover the basic operating expenses that are essential to the operation of the Commission.

Executive Director Approval: Paul W. Hegashi

Date: March 12, 2004

Agency Secretary Approval: _____

Date: _____

Control Section 4.10
Reductions By Program

Org. Code: 8910

Department: Office of Administrative Law (OAL)

How was reduction implemented?

OAL's initial reduction plan provided for an annualized savings of \$298,240. There were uncertainties if this targeted savings could be achieved because of underfunding due to unrealizable salary savings, a fixed rent contract, salary increases per MOUs and fixed administrative costs for services provided by the Department of General Services and Teale Data Center. The initial executive order issued by the Department of Finance reduced OAL's appropriation by \$279,600. This reduction has been reduced by reversals of \$43,455 and \$176,000 so the net reduction is only \$60,145. Although the initial targeted reduction could not be achieved, OAL did (1) eliminate two full-time positions and (2) reduce rent costs through assumption of 25% of OAL's office space by another state agency. These savings were included in the reduction plan.

What was the actual effect of this reduction?

The elimination of two positions reduced the support capability available to OAL's primary mission of providing regulatory oversight to all state departments. The reduction of office space will not hinder the statutory mission of OAL. Overall, the restoration of the major portion of the initial funding reduction will enable OAL to sustain the staffing and program at the currently authorized level.

Department Director Approval:


Debra M. Cornejo, Senior Counsel

Date:

3-5-04

Control Section 4.10
Reductions By Program

Org. Code: 8940

Department: Military

How was reduction implemented?

The table below shows the General Fund reductions taken by program.

	Dollars	PYs
30 – Office of the Adjutant General Veteran Honors Program	\$546,000	8.6
50 – California Cadet Corps	50,000	
65 – California National Guard Youth Programs Oakland Military Institute STARBASE Challenge	399,000 (324,000) (25,000) (50,000)	6.7 (5.7) (1.0)
TOTAL	\$995,000	15.3

What was the actual effect of this reduction?

Veteran Honors: With the reduction, state support for the Veterans Honors Program (for veterans of all service branches) is nearly eliminated. Of the 10.6 positions formerly funded through the General Fund, 8.6 are now required to be funded with redirected federal dollars.

California Cadet Corps: The Cadet Corps serves over 8,500 students throughout the state. With the reduction, there is less operating expense funding for support, training, and uniforms to the 100 participating schools.

Oakland Military Institute: Reducing support for the Oakland Military Institute adversely impacts the educational alternatives for many Oakland and East Bay area students. The reduction in funding and the corresponding loss of military staff significantly reduces the military presence at the academy and further limits the structure that the military staff has been tasked to provide. Staff ratio per student drops to one instructor for every 50 students.

STARBASE: A reduction in operating expenses for STARBASE reduces the program materials needed for instruction and consequently reduces the total number of students served in the program by as much as 10 percent.

Challenge: The Challenge Youth Academy located at Camp San Luis Obispo serves over 280 at-risk youth from throughout the state through a residential six month program. The reduction of one position to the support staff significantly reduces the overall effectiveness of Challenge in the areas of purchasing and logistical matters.

Department Director Approval: _____

Date: 3/12/04

Control Section 4.10 Reductions By Program

Org. Code: 8955

Department: Veterans Affairs – Headquarters, Farm and Home Division

How was reduction implemented?

The Department was able to meet the required Section 4.10 reductions in Farm and Home Building Fund of 1943 funded positions through attrition following employee notification of impending layoffs.

What was the actual effect of this reduction?

The positions scheduled to be eliminated were distributed throughout the Department's statewide offices; however, more actual vacancies occurred in Headquarters and fewer from the field offices than planned. As a result, the Cal-Vet Home Loan Program consolidated staff in all Headquarters Units and loan processing was temporarily decentralized with the District Offices absorbing some of the workload. As staff are redirected to new assignments, temporary production delays have been encountered in some areas.

- Major consolidation and reduction in staffing of all Headquarters Units (Customer Services, Contract Services, Foreclosures/REO, Loan Processing, Escrow and Home Protection) as resources are redistributed have occurred. This resulted in some retraining and expenditure for the physical movement of staff.
- Trained analysts who prepare management reports, correspondence and respond to legislative inquiries left the Division. This resulted in moving these functions to other staff, but reporting is now on track once again.
- Higher-level staff must perform the duties of lower level staff (since many of the staff leaving the Division were clerical support staff), or staff has had to learn new functions. This caused a temporary impact on production; however, Cal-Vet continues to meet its operational goals.
- Loan processing has been decentralized to a certain extent. Since more staff was lost than planned from the Loan Processing Unit, the District Offices have absorbed some of the workload in order to maintain acceptable processing times. However, this is a temporary situation, which will be resolved through additional automation and redistribution of resources.

- The Ventura Satellite Office will be closed. Although elimination of the Ventura Satellite Office staff was included in the Section 4.10 position cuts, the primary reason this office is scheduled for closure is that it is no longer cost-effective and does not have the demographics to support its continued operation.

Department Director Approval: _____

Date: _____

Agency Secretary Approval: _____

Date: 3/12/04

Control Section 4.10
Reductions By Program

Org. Code: 8955

Department: **Veterans Affairs – Headquarters, Veterans Services Division**

How was reduction implemented?

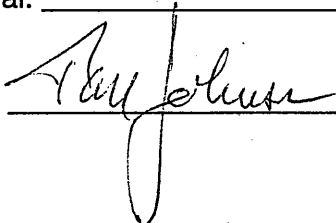
The Section 4.10 reductions to this program were implemented by eliminating one position (position was abolished pursuant to Executive Order D-71-03). The position was designated as the homeless veteran advocate.

What was the actual effect of this reduction?

The department will be able to redirect homeless veteran website maintenance functions but will not be able to actively participate in statewide homeless veteran related activities, functions or working groups.

Department Director Approval: _____

Date: _____

Agency Secretary Approval:  _____

Date: 3/11/04

Control Section 4.10
Reductions By Program

Org. Code: 8955

Department: Veterans Affairs – Headquarters Administration

How was reduction implemented?

The Deputy Secretary of Operations retired on March 1, 2004. The Deputy Secretary of Women Veterans Affairs has absorbed the duties of the Deputy Secretary of Operations.

What was the actual effect of this reduction?

The effect of this Control Section 4.10 reduction has not impacted the Department significantly at this point given the recent implementation. The Department anticipates that there will be less oversight of program functions provided by the executive staff due to the consolidation of duties and reduction in staff.

Department Director Approval: _____

Date: _____

Agency Secretary Approval: 

Date: 3/11/04

Control Section 4.10 Reductions By Program

Org. Code: 8960

Department: Department of Veterans Affairs – Veterans Home of California, Yountville

How was reduction implemented?

In order to meet the goal set by Control Section 4.10, the Department of Veterans Affairs, Veterans Home of California Yountville utilized the salary savings and positions related to the downsizing of Residential Care for the Elderly (RCFE) from 101 beds to 48, and the abolishment of 25 vacant positions. The savings from vacant positions was immediate and the RCFE downsizing was accomplished without requiring staff lay off.

What was the actual effect of this reduction?

The effect of the Section 4.10 reductions achieved immediate savings to the General Fund. Many of the lost positions were in "hard to fill" classifications related to direct patient care. Among the positions lost were Physicians and Surgeons, Nurse Practitioners, ward nurses, laboratory technologists, dietitians and hospital workers. Losses in these critical areas have increased overtime and stress on remaining personnel who provide direct care to veterans. Department of Health Services and the U.S. Department of Veterans Affairs have established criteria for the care of patients. Mandated overtime has increased in order to meet these requirements with fewer direct care staff. Healthcare workers who care for the sick and elderly disabled veterans require rest or recovery time between shifts to continue the very arduous work (the average age of veterans at the Yountville Home is 80 years).

Specific examples of the deleterious effects on Home operations include the following:

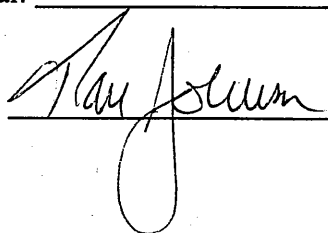
- Delays in patient diagnoses and treatment because of seriously degraded turn-around time for lab results.
- The loss of Nurse Practitioner positions had a significant negative effect on programs such as the ankle-strengthening, home-like environment dementia, and wound care. These programs are unable to continue as a result. The loss of staff with critical care skills in acute and clinical areas has also significantly reduced the quality of care for home members.

- The loss of the Clinical Dietitian position means one less Medicare provider to receive reimbursements for Medical Nutrition Therapy (a therapy provided to outpatient Medicare beneficiaries with diabetes and kidney disease). Response time for Domiciliary Dietary consultations is also now prolonged because licensed areas take priority. The ability to develop and provide more educational programs and training to members, physicians and staff has been impeded and there is no clinical relief factor.
- The loss of the Groundskeeper position has resulted in the general decline in the health of plants, trees, turf and shrubs due to the inability to perform regularly scheduled maintenance of the Home's 500 plus acres.
- It is difficult to remain in compliance with State Administrative Manual regulations due to the inability to maintain separation of duties in the Accounting and Cashiering functions. At critical busy times during the month (i.e., Social Security and VA check days) banking services to members on the wards have been curtailed to allow staff to concentrate on the workload in the bank itself. There is no longer staff back-up coverage for sick or vacation days.
- The contracting process has been negatively impacted by the loss of the Contracts Analyst. Technical assistance to Yountville staff is no longer available and the workload of over 100 contracts has been absorbed by the three remaining CDVA Headquarter analysts, increasing the length of the entire process.
- The loss of the Staff Manager I position and secretarial support has directly impacted the workload of the Deputy Administrator who has assumed the secretarial duties, as well as management of the Data Center, Medical Administrative Services, Plant Operations and Security. This workload is in addition to the usual and customary requirements of the Deputy Administrator position and further distracts from the focus of this position, which is finance.

Although the Home has managed to absorb these losses by redirecting workload, it comes at a cost both to staff morale and the operating budget through increased overtime requirements. However, the cumulative effect on the staff and the budget is contrasted against the alternative, namely the delay or elimination of services to California veterans.

Department Director Approval: _____

Date: _____

Agency Secretary Approval:  _____

Date: 3/15/04

Control Section 4.10
Reductions By Program

Org. Code: 8965

Department: Veterans Affairs – Veterans Home of California Barstow

How was reduction implemented?

In order to meet the goal set by Control Section 4.10, the Department of Veterans Affairs used the salary savings and position authority related to the Barstow Skilled Nursing Facility (SNF) that had already been targeted for elimination in the Budget Act of 2003-04 and which were already vacant. The savings result because these positions were partial-year funded through October 31, 2003.

What was the actual effect of this reduction?

The effect of the Section 4.10 reductions would have been transparent if taken in isolation. However, at approximately the same time Section 4.10 reductions were initiated other action abolished eight additional vacant positions which has strained civil service staffing facility-wide.

The Home has taken action to continue to fully support adequate and safe care for the residents through the increased use of nurse registry (contracted temporary nurses) and overtime. Loss of pharmacy positions has been compensated through the use of personal services contracts to maintain service levels. These reductions have also left the Home with reduced management staff, resulting in a reduced ability to respond to emergent issues. Other essential functions have been redirected to remaining personnel and accomplished through a reprioritization of their daily workload.

Department Director Approval: _____

Date: _____

Agency Secretary Approval:  _____

Date: 3/12/04

Control Section 4.10 Reductions By Program

Org. Code: 8966

Department: Department of Veterans Affairs, Veterans Home of California-Chula Vista

How was reduction implemented?

In order to meet the goal set by Control Section 4.10 the Veterans Home of California - Chula Vista (the Home) proposed abolishing 7.0 positions not directly involved with resident care and laying-off employees who filled those positions. Although full year savings were taken, delays in approval and implementation of the layoff plan have resulted in significant unrealized savings in the current fiscal year.

What was the actual effect of this reduction?

With respect to the day-to-day operations within the Home itself, the loss of the positions identified would have no direct impact on the delivery of long-term care.

The most significant potential effect is associated with the reduction of accounting positions; the loss of these positions challenges CDVA's ability to maintain separation of duties pursuant to the State Administrative Manual. The Department continues to maintain compliance through the redistribution of its workload.

Department Director Approval: _____

Date: _____

Agency Secretary Approval:  _____

Date: 3/12/04